

<div>EMERGENCY SERVICES DIVISION</div> <div>PROCEDURE</div> <div>BROOKHAVEN NATIONAL LABORATORY</div>		<div>Procedure No. FR-SFTY-8.0.7</div> <div>Revision No. 1</div> <div>Page 1 of 3</div>
<div>Title: Personnel Accountability System</div>		
<div>1.0 Purpose:</div> <div>1.1 This procedure identifies a system of incident site firefighter/officer accountability. The purpose is to account for all Fire/Rescue personnel at any given time within a small geographical area.</div> <div>1.2 The use of this system will provide enhanced personnel safety for the individual firefighter and will provide the Incident Commander (IC) with an improved means to track and account for all personnel as required by NFPA 1500 and NFPA 1561.</div> <div>2.0 Responsibilities:</div> <div>2.1 The Incident Commander shall be responsible for overall personnel accountability at an incident.</div> <div>2.2 It is the responsibility of all Fire/Rescue group members operating at an emergency incident to participate in the personnel accountability system.</div> <div>2.3 At a significant incident, the Incident Commander shall assign a specific individual, normally the Safety Officer, to personnel accountability, to focus on this task.</div> <div>3.0 Definitions:</div> <div>3.1 The hazard zone is defined as any area that requires a self-contained breathing apparatus or in which a firefighters is at risk of becoming lost, trapped or injured by the environment, equipment or structure. This would include entering a structure on fire, operating in close proximity of the structure, hazardous materials incident, confined space incident or other technical rescue.</div>		
<div>PREPARED BY:</div> <div>C. LaSalla</div> <div>Author/Date</div> <div>Filing Code:</div> <div>FR20SR.01</div>	<div>REVIEWED BY:</div> <div>M. Carroll</div> <div>Fire Chief/Date</div> <div>J. Vaz</div> <div>Division QAC/Date</div>	<div>APPROVED BY:</div> <div>F. Marotta</div> <div>Division Manager/Date</div> <div>EFFECTIVE DATE:</div> <div>REVIEW CYCLE:</div>

<p align="center"><b>EMERGENCY SERVICES DIVISION PROCEDURE</b>  <b>BROOKHAVEN NATIONAL LABORATORY</b></p>	<p>Procedure No. FR-SFTY-8.0.7</p>
<p>Title: Personnel Accountability System</p>	<p>Revision No. 1</p> <p>Page 2 of 3</p>

#### **4.0     Prerequisites:**

- 4.1 Each member of the Fire/Rescue group has been issued an accountability tag. This accountability tag is placed on the rear ring of the firefighters helmet, except during an alarm as detailed in Section 6.2.

#### **5.0     Precautions:**

- 5.1 The accountability system must be used for all incidents, from beginning to end. Attempting to establish accountability after starting operations is extremely difficult.
- 5.2 The accountability tag will only be removed from the helmet while en route to or upon arrival at the scene of an incident.
- 5.3 Under no circumstances should the accountability tag be carried into the hazard zone.

#### **6.0     Procedure:**

- 6.1 Personnel accountability vehicle collector rings.

- 6.1.1. Personnel accountability collector rings are located in the following vehicles, with the vehicle designation unit number on them:

Engine #1 - 5-20-1  
Engine #2 - 5-20-2  
Engine #3 - 5-20-3  
Rescue #4 - 5-20-4  
Car #1     - 5-20-5

- 6.1.2 The ambulance and Fire/Rescue vehicles do not have collector rings.

- 6.2 Personnel accountability system implementation.

- 6.2.1 The personnel accountability tag will only be removed when en route to an incident, at which time it is placed on the vehicle collection ring.
- 6.2.2 Personnel arriving in other vehicles will place their accountability tag on their assigned vehicle or present it to the Command Post.
- 6.2.3 The Incident Commander will assign the Safety Officer or a Sector Officer to maintain accountability.
  - 6.2.3.1 At a convenient time during the course of the incident, the person assigned to accountability shall collect the tags from the vehicles and bring them to the Command Post.
- 6.2.4 At a brush fire, the collector rings shall be delivered to the Command Post before entering the woods.
- 6.2.5 On ambulance calls where turnout gear is not required, the use of accountability tags is not required.

<p align="center"><b>EMERGENCY SERVICES DIVISION PROCEDURE BROOKHAVEN NATIONAL LABORATORY</b></p>	<p>Procedure No. FR-SFTY-8.0.7</p>
<p>Title: Personnel Accountability System</p>	<p>Revision No. 1</p> <p>Page 3 of 3</p>

### 6.3 Emergency roll call.

6.3.1 If during the course of an emergency it becomes necessary to conduct a roll call, the Incident Commander will have the Safety Officer or other individual retrieve all collector rings to account for all personnel.

### 6.4 Personal accountability system termination.

6.4.1 At the termination of an incident the Incident Commander is to ensure that all personnel accountability tags are returned to the individual helmets, and collector rings to their respective vehicles.

## 7.0 **Implementation and Training:**

7.1 NFPA-1500 "Standard on Fire Department Occupational Safety and Health Program," Section 6-3, Accountability.

7.2 NFPA-1561 "Standard on Fire Department Incident Management System."

<b>EMERGENCY SERVICES DIVISION PROCEDURE</b> <b>BROOKHAVEN NATIONAL LABORATORY</b>	Procedure No. FR-SFTY-8.0.7
Title: Personnel Accountability System	Revision No. 1  Page 4 of 3

<b>EMERGENCY SERVICES DIVISION PROCEDURE</b> <b>BROOKHAVEN NATIONAL LABORATORY</b>	Procedure No. FR-SFTY-8.0.7  Revision No. 1
Title: Personnel Accountability System	Page 5 of 3

<b>EMERGENCY SERVICES DIVISION PROCEDURE</b> <b>BROOKHAVEN NATIONAL LABORATORY</b>	Procedure No. FR-SFTY-8.0.7  Revision No. 1
Title: Personnel Accountability System	Page 6 of 3

<b>EMERGENCY SERVICES DIVISION PROCEDURE</b> <b>BROOKHAVEN NATIONAL LABORATORY</b>	Procedure No. FR-SFTY-8.0.7  Revision No. 1
Title: Personnel Accountability System	Page 7 of 3